FLEXI-TIME PROCEDURE

1. OVERVIEW

This procedure prescribes the responsibilities for, and actions required in, implementing and managing a flexi-time arrangement in a local work area consistent with the Workforce Management Policy.

2. SCOPE AND APPLICATION

This procedure applies to full-time and part-time professional staff who work within a local area with an established flexi-time arrangement or which implements a flexi-time framework.

This procedure does not apply to academic staff or casual professional staff.

3. PRINCIPLES

Flexi-time is distinct from a flexible work arrangement as defined in the Enterprise Agreement. Eligible staff may have a flexible work arrangement in place and use flexi-time concurrently.

The Fair Work Act defines flexi-time as "allowing employees to 'bank' extra hours which are then exchanged for time off."

Flexi-time is separate to other flexible working arrangements due to the local nature of the administration and record-keeping involved, and is not submitted through SSO.

Flexi-time allows staff members to choose, within established limits, when to begin and end work, and may be planned to enable individuals to attend to domestic or other responsibilities. Staff members may be required to work during some essential periods which could be certain times of the day and/or certain times of the year, for example, end of financial year processing.

The Head of School / Branch will establish the limits or framework that considers the local work area operational requirements. By doing so, this sets the parameters for staff members to be able to consider flexi-time as a possible working arrangement.

Overtime payments and time off in lieu (TOIL) are distinct from flexi-time.

In accordance with clause 2.2 of the Enterprise Agreement , TOIL is used to take time off in lieu of overtime for professional staff.

Flexi-time accrued but not taken will not be paid out if a staff member leaves or they change their role with any time accrued outstanding as per section 4.2 of this procedure.

4. PROCEDURES

4.1 Establishing a flexi-time local area framework

The Head of School/Branch will determine if the school/branch can accommodate flexi-time arrangements in order to allow staff to:

- Vary their start, finish, and meal break times outside of their local work area's core hours, for example to enable them to drop children off to school in the morning.
- Accrue a maximum total of 10 credit hours during the span of ordinary hours in order to take time off, usually for the purpose of managing personal commitments.
- The time off must be accrued before it can be taken, and all time taken must be recorded on the timesheet. The time can be taken off as soon as it is accrued, however as above, a staff member cannot bank more than 10 hours at any one time.
- Take time off at a time that is mutually convenient for both the staff member and their local work area.

The Head of School/Branch will establish a clear framework that meets the local work area's operational requirements which includes:

- Core hours that staff are required to work.
- A timesheet that is provided regularly to the supervisor on which staff must record their start, finish, and meal break times and when time off is taken. It must include all hours including time off.

The Head of School/Branch will communicate the flexi-time framework to staff and supervisors.

4.2 Recording and taking flexi-time

Staff are required to comply with this procedure and the local work area flexi-time framework by:

- Recording their start, finish, and meal break times daily using the local work area's designated timesheet.
- Arranging to take any credit flexi-hours at a mutually convenient time in consultation with their supervisor.
- Arranging with their supervisor to take any flexi-time accrued prior to leaving the University or moving to another school/branch as they cannot be transferred. Hours not taken will be forfeited, as flexi-time accruals do not give rise to a liability that can be paid out or transferred to another school/branch.

Accruals must not exceed 10 hours in total and anything in excess will be forfeited.

4.3 Managing and approving flexi-time

The supervisor will ensure compliance with this procedure and the local work area's flexi-time framework by:

- Managing staff workload
- Considering all flexi-time work arrangements
- Ensuring flexi-time accruals do not exceed 10 hours in total
- Approving timesheets and retaining them in a confidential location
- Considering all absences.

5. DEFINITIONS

Local work area means the area within the school, faculty, division, or branch where the staff member works.

6. USEFUL INFORMATION AND RESOURCES

University Policies and Procedures

Code of Conduct
Conflict of Interest Procedure
University of Adelaide Enterprise Agreement 2023-2025
Workforce Management Policy

Related Legislation

Equal Opportunity Act 1984 (Cth)
Fair Work Act 2009 (Cth)
Human Rights and Equal Opportunity Commission Act 1986 (Cth)
Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)

Useful links

HR Advisory contact page
Flexible Work Arrangements webpage